

County of San Diego  
New: October 12, 2001  
Reviewed: Spring 2003

**CHILD SUPPORT PROGRAM ATTORNEY I**  
**CHILD SUPPORT PROGRAM ATTORNEY II**  
**CHILD SUPPORT PROGRAM ATTORNEY III**

**Class No. 003915**  
**Class No. 003916**  
**Class No. 003917**

**DEFINITION:**

To perform a wide range of civil litigation activities in the areas of child support and paternity; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

**Child Support Program Attorney I:** This is the first working-level of the class series. Under general supervision, a Child Support Program Attorney I handles more routine cases and court appearances relating to child support and paternity and performs legal research and writing.

**Child Support Program Attorney II:** This is the second working-level in the class series. Under general supervision, incumbents are expected to handle the more complex cases and work with more independence as well as perform legal research and writing. A Child Support Program Attorney II may also supervise subordinate staff.

**Child Support Program Attorney III:** Under direction, incumbents in this classification are expected to handle the most complex cases, supervise subordinate legal and non-legal staff, and serve as an expert in the area of family law as related to Title IV-D responsibilities.

**EXAMPLES OF DUTIES :**

**Child Support Program Attorney I:**

Represents the County in Superior Court on various issues related to paternity and child support; reviews, analyzes and prepares cases for litigation; litigates a variety of paternity and support cases in civil and family courts; reviews and signs legal documents; negotiates real property lien settlements; negotiates WCAB lien settlements; reviews, administers, and litigates various child support enforcement actions; enters stipulated agreements by phone or in person; receives and reviews all motions served on the County; negotiates with custodial and non-custodial parents regarding legal issues involved in civil paternity and/or support actions; interprets and applies laws, court decisions, State and Federal regulations, and other legal authorities for use in the preparation of child support cases; prepares legal pleadings, including complaints, answers, discovery, and motions required for hearings, trials, and varied legal proceedings; reviews, approves, and signs dismissal requests; directs support staff; directs Changes of Payee on pre-existing orders; maintains accurate case records, and performs related work as required.

**Child Support Program Attorney II:**

All of the duties listed above including: litigates and negotiates more complex civil cases, and may supervise subordinate staff.

### **Child Support Program Attorney III:**

All of the duties listed above including developing and implementing policies and procedures for enforcing child support obligations, supervising and training staff, and advising department staff regarding the full range of title IV-D responsibilities.

### **MINIMUM QUALIFICATIONS:**

Knowledge Level: T=Thorough; G=General; - =Not Applicable

Classification Level: I =Child Support Program Attorney I  
II =Child Support Program Attorney II  
III =Child Support Program Attorney III

#### **Knowledge of:**

<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	
T	T	T	Legal principals and their application.
T	T	T	Legal research methods.
G	T	T	Principles and practices of civil and administrative law.
G	T	T	Negotiating techniques and general mediation skills.
G	T	T	Rules of the courts, procedures, and policies.
G	G	T	Knowledge of Title IV-D of the Social Security Act.
-	G	T	Principals and practices of civil law related to child support.
-	G	T	Supervisory skills.
-	-	T	Principals and techniques of staff management and training.

#### **Skills and Abilities to:**

**The following skills apply to first two levels in this series:**

- Manage an assigned caseload.
- Negotiate settlements.
- Respond to court mandated requests in a timely manner.
- Present statements of fact, law, and argument clearly and logically orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of the work.
- Adhere to ethical standards.
- Solve problems under limited time constraints.
- Effectively communicate legal principles and policies to a diverse clientele.
- Operate personal computers and use computer applications.

#### **Child Support Program Attorney III (in addition to the above):**

- Supervise subordinate attorneys and non-legal staff in the performance of civil litigation work.
- Provide technical guidance and training to other attorneys.

### **EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which demonstrate possession of the knowledge and skills listed above. Examples of such education/experience are:

**Child Support Program Attorney I:**

Active membership in good standing with the State Bar of California.

**Child Support Program Attorney II:**

1. Eighteen (18) months of experience as an attorney in the practice of civil or family law; OR,
2. One (1) year of experience as a Child Support Program Attorney I in the County of San Diego.

**Child Support Program Attorney III:**

1. Three (3) years of experience as an attorney in the practice of civil or family law; OR,
2. Eighteen (18) months of experience as a Child Support Program Attorney II in the County of San Diego.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Professional Standing:**

Incumbents must be active members in good standing with the State Bar of California.

**Character:**

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on the type, number, and recency, may be disqualifying. Prior to appointment, candidates offered employment will be subject to a background investigation performed by the County of San Diego.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).